

CHAPTER 19 - EMPLOYEE AWARDS

19.1 GENERAL

The Adjutant General has established an awards program to recognize outstanding employee performance. These awards are open to all DEMA State employees who are eligible to accrue annual leave. The time frames for the award nomination/selection will be based on calendar year quarters.

Any DEMA State employee may be nominated for award consideration using the nomination form provided by the Administrative Services Office. Supervisors may nominate employees who are not in their chain of command. In these cases, the employee's first line supervisor and Division Director must sign the nomination form prior to submission.

A nominator may submit a nomination packet for more than one award category during the same quarter.

The nominations are to be sent to the Administrative Services Office. The Selection Committee will review all nominations and recommend their selection to the Adjutant General for final determination. Recognition will be extended at the quarterly town hall meeting held at PPMR and/or at a general employee meeting at the selected employee's work site if other than at PPMR.

The Administrative Services Officer will notify Payroll of the selection for proper recognition leave accounting.

19.2 THE SELECTION COMMITTEE

The Selection Committee will be comprised of the DEMA Administrative Services Officer (chair) and not less than one representative of each Nomination Area identified in 19.3. Representatives will be designated by the Major Commander, Director, or through coordination with the various senior leadership representatives for areas that cross divisional lines.

All discussions, evaluations and voting that takes place during Selection Committee meetings will remain confidential.

19.3 NOMINATION AREAS

To promote inclusion of employees located in all geographic areas of the agency, the following nomination areas are established. Each area will solicit and submit nominations for candidates from within their area. Each nomination area will provide not less than one member to serve on the Selection Committee.

Tucson/WAATS/Southern Region (all)

Phoenix Sky Harbor and all Air National Guard employees statewide

Camp Navajo/Northern Region (all)

Division of Emergency Management (statewide)

Facilities Management Office (statewide)

Papago Park Military Reservation/Administration and Security

19.4 SERVICE AWARDS

DEMA State employees will be awarded recognition for length of service with the State of Arizona. Recognition in the form of a certificate and a service pin will be awarded for service at the conclusion of each five years beginning with the fifth year.

19.5 PERFORMANCE AWARDS

Outstanding Employee of the Quarter

Outstanding Employee of the Year

Outstanding Supervisor of the Year

Outstanding Employee Performance (civic)

Professional Achievement Award (individual)

Professional Achievement Award (team)

19.5.1 Outstanding Employee of the Quarter

The DEMA Outstanding Employee of the Quarter Award recognizes exemplary employee performance. This recognition is open to all State employees of DEMA. Those so recognized will receive an award plaque and one day (eight hours) recognition leave to be taken at the discretion of the employee, with supervisor approval, within twelve months from when it is awarded. Employees who are nominated but not selected for a specific quarter will automatically be reconsidered for the following quarter without being resubmitted.

Selection of the Employee of the Quarter will be based on the following:

DEMA DIRECTIVE 20.1

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- 19.5.1.1 SUPPORT FOR NOMINATION: State what this employee has accomplished to support the Agency mission.
- 19.5.1.2 ROLE MODEL: Explain why the Nominee is admired and considered a model for others to follow.
- 19.5.1.3 PRODUCTIVITY/QUALITY: Give example(s) showing how Nominee exceeds the productivity and/or quality standards for the unit, or what changes the nominee has implemented to improve the overall productivity and/or quality of the unit.
- 19.5.1.4 SAVINGS: Explain what methods the Nominee has implemented to save time or money in the agency.
- 19.5.1.5 SERVICE: Describe the actions the Nominee has taken to demonstrate outstanding service to other Department units, outside organizations, co-workers or others with whom the Department does business.
- 19.5.1.6 MORALE: Show what steps the Nominee has taken to improve the morale in your unit.
- 19.5.1.7 TEAMWORK: Describe how the Nominee has cooperated with fellow employees to achieve Department objectives.
- 19.5.1.8 OTHER: Include any other facts or statements that will support your nomination including safety record if appropriate.

Incomplete nomination packages may adversely affect the nomination during the selection review process.

19.5.2 Outstanding Employee of the Year

The Outstanding Employee of the Year Award recognizes exceptional employee performance. Nominees are those employees who were selected Employee of the Quarter during the calendar year. Those so recognized will receive an award plaque and one day (eight hours) recognition leave to be taken at the discretion of the employee, with supervisor approval, within 12 months from when it is awarded.

19.5.3 Outstanding Supervisor of the Year

The DEMA Outstanding Supervisor of the Year Award is to recognize exceptional leadership, management, and general supervisory skills. This recognition is open to all State employees of DEMA who are designated as a supervisor. The nomination must describe outstanding leadership and supervisory skills, versus technical skill or other performance factors. Those so recognized will receive one day (eight hours) recognition leave to be taken at the discretion of the employee, with supervisor approval, within 12 months of when it is awarded.

Selection of the Supervisor of the Year will be based on the following:

- 19.5.3.1 SUPPORT FOR NOMINATION: State what this supervisor has accomplished to support the Agency mission.
- 19.5.3.2 ROLE MODEL: Explain why the Nominee is admired and considered a model for others to follow.
- 19.5.3.3 PRODUCTIVITY/QUALITY: Give example(s) showing how Nominee exceeds the productivity and/or quality standards for the unit, or what changes the nominee has implemented to improve the overall productivity and/or quality of the unit.
- 19.5.3.4 SAVINGS: Explain what methods the Nominee has implemented to save time or money in the agency.
- 19.5.3.5 SERVICE: Describe the actions the Nominee has taken to demonstrate outstanding service to other Department units, outside organizations, co-workers, subordinates, or others with whom the Department does business.
- 19.5.3.6 MORALE: Show what steps the Nominee has taken to improve the morale in the unit.
- 19.5.3.7 TEAMWORK: Describe how the Nominee has led his/her work unit to achieve Department objectives.
- 19.5.3.8 OTHER: Include any other facts or statements that will support your nomination including safety record if appropriate.

19.5.4 Outstanding Employee Performance (Civic)

This award is only given when, in the opinion of the Selection Committee, evidence that an individual's involvement and participation in civic/community activities warrant recognition of their unselfish giving of their off duty time in support of the community and its residents. For an employee to be considered for this award category they must also have average or above average ratings in all rated elements of their performance appraisal. The criteria identified in paragraph 19.5.1 are used to evaluate the employee's duty performance documented in the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized will receive one day (eight hours) recognition leave to be taken at the discretion of the employee, with supervisor approval, within 12 months of when it is awarded. The recipient will further receive an award plaque and his/her unit will receive a plaque for public/office display.

19.5.5 Professional Achievement Award (Individual)

This award is only given when, in the opinion of the Selection Committee, an individual's duty performance warrants recognition of professional achievements and contributions that cause the employee to be viewed as a leader or pacesetter in their profession. The criteria identified in paragraph 19.5.1 is used to evaluate the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized will receive one day (eight hours) recognition leave to be taken at the discretion of the employee, with supervisor approval, within 12 months of when it is awarded. The recipient will further receive an award plaque and his/her unit will receive a plaque for public/office display.

19.5.6 Professional Achievement Award (Team)

This award is only given when, in the opinion of the Selection Committee, a team of individuals' duty performance warrants recognition of professional achievements and contributions that cause them to be viewed as able to accomplish the most challenging goals when working as a cohesive unit. The criteria identified in paragraph 19.5.1 is used to evaluate the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized may receive recognition leave to be taken at the discretion of the employee, with supervisor approval, within 12 months from when it is awarded. If recognition leave is awarded, the specific amount is to be determined at the time of award, based on the number of hours available for award (per Personnel Rule R2-5-423). A plaque will be awarded to the team for public/office display and each team member will also receive a certificate.

19.6 RECOGNITION PROGRAM FUNDRAISING

The DEMA Employee Recognition Selection Committee is to review and recommend to TAG any plans to accept gifts, raise funds and/or collect donations on behalf of the committee. The committee is also required to review and recommend to TAG any requests to distribute or spend any donated gifts, funds or donations that have been received by the committee.

General provisions for accounting and administering the financial resources of this program are provided in ADOA, GAO Technical Bulletin No. 00-1, issued 1/11/00.